

**REQUEST FOR QUALIFICATIONS  
REGIONAL CALL TO ARTISTS**

**NUMBER  
RFQ # 13-2**



**THE METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**



**Public Art Project for Bellevue Branch Library**

**For Metro Nashville Arts Commission**

**Anne-Leslie Owens, Metro Nashville Arts Commission  
David Friedlander, Division of Purchasing & Contract Management**

**REGIONAL CALL TO ARTISTS- REQUEST FOR QUALIFICATIONS**  
**Bellevue Branch Library**  
**Project RFQ # 13-2**

**I. INTRODUCTION AND OVERVIEW**

**A. Project Summary**

The Metropolitan Government of Nashville and Davidson County (hereinafter Metro) through the Metro Nashville Arts Commission (Metro Arts) Public Art Committee is soliciting Statements of Qualifications/ SOQ from interested and qualified Respondents (artists) to design, fabricate and install artwork(s) at Bellevue Branch Library before October 2014. **Concepts or proposals will not be reviewed at this time.**

**B. Project Budget**

Total artwork budget: \$100,000

The project budget allocates \$100,000 for one artwork or multiple, related artworks. These figures represent the total artist budget, to include artists' fees, overhead and operating costs, fabrication costs, all project-related travel, installation costs, and site preparation costs, plus insurance, contingency, and any other artist-related costs.

**Submission deadline:** Materials must be submitted via [callforentry.org](http://callforentry.org) not later than:

**\*\*\*\* October 4, 2013 12:00 a.m., Mountain Daylight Time \*\*\*\***  
**(1:00 a.m. Central Daylight Time)**  
**(per [www.callforentry.org](http://www.callforentry.org) system)**

**C. Eligibility**

The public art project is open to professional artists and artist teams, as defined below, who reside within approximately 350 miles of Nashville. This includes all of Tennessee and Kentucky and such cities as: Asheville, Birmingham, Atlanta, Cincinnati, Indianapolis, St. Louis, Montgomery, Charleston, and Little Rock.

*Professional artist.* An artist of least 18 years of age with the following qualifications:

1. at least two years of visual art exhibition history, or
2. at least two years of commissioned visual or public art.

Architects, landscape architects and other design professionals are not considered professional artists under this definition, unless they meet the criteria. Exhibitions, commissions or public art created during or as part of an artist's undergraduate education shall not count towards these criteria.

*Artist team.*

1. Two or more professional artists working collaboratively on a public art project.
2. A collaborative team led by a professional artist.

Artists with conflicts of interest as outlined in the Metropolitan Government of Nashville and Davidson County's Public Art Guidelines are ineligible for public art commissions or projects.

Artists may reference section VII of the Public Art Guidelines online at <http://publicart.nashville.gov>.

#### D. Scope of Work

This RFQ/National Call to Artists will result in a short list of approximately three to five semi-finalists, who will each receive a commission of \$2,000 for travel expenses for the following:

- A site visit to Nashville, which will include learning more about the history/current developments of the area and artwork location;
- Development of concept proposal for the project;
- Returning to Nashville to present the proposal to the selection committee.

#### E. Site Description

The artwork will be located within an open outdoor space north of the library building. This area is accessible by walkways connected to the library, its parking lot, and the adjoining Bellevue Middle School. Standing in an informal amphitheater, the artwork provides the focal point to a central gathering space formed by the natural topography. Stacked stone walls will radiate out in a spiral form and create areas for seating. The artwork will stand slightly off center of the oval and become a place for children, students and community members to gather for outdoor plays, book readings or impromptu picnics. Gently sloping berms planted with wildflowers and native grasses will slightly elevate the land surrounding the gathering area and the artwork giving the spaces a sense of drama and intimacy.



## F. Project Goals

Semi-finalist artist are encouraged to consider the following:

The artworks should:

- reflect the vibrancy and diversity of the Bellevue community
- resonate with people of all ages and backgrounds
- contribute to a positive and stimulating environment, making the library and the grounds a central gathering place that residents and visitors want to frequent
- represent the everlasting strength of books
- create an inviting and visually engaging space within the outdoor classroom
- become a symbol of, or icon for, the Bellevue neighborhood and the library
- and may include sustainable materials

In a broader sense, the project may:

- give meaning to place by referencing attributes of the community
- contribute to the visual character and texture of the community
- stimulate social interaction
- foster collective memory, and
- use public art as a means to further the community's sense of spirit and pride



Bellevue Branch Library  
Proposed Design



## G. Site/Community History

Bellevue is a neighborhood of Nashville, located approximately 13 miles southwest of the downtown area along Interstate 40. Before the construction of the interstate in the 1960s, Bellevue was a largely agricultural community with only a few buildings located mostly along the railroad tracks near the Harpeth River. Open land accessible to the interstate drew developers to Nashville's southwestern corner in the 1980s and 1990s, creating desirable neighborhoods for young families and retirees alike.

Residents of Bellevue have experienced two defining events in the last five years; the 2008 closure of Bellevue Center Mall and the May 2010 flood. The Bellevue Center Mall served residents of the area and was a regional draw from its opening in 1990. The building's future is uncertain but elected officials and residents alike remain committed to finding a new use that fits the needs of Bellevue. The May 2010 flood, an unexpected natural disaster that affected all of Davidson County, hit Bellevue particularly hard. It was the largest reported flood on the Harpeth River, claiming thousands of area homes.

The Bellevue Branch Library will be major development within one of the most populated areas of Nashville. Through the library's embrace of technology and ever-expanding community programs, the Bellevue Branch Library is designed to encourage activity and interaction and be a resource for all residents, especially students of Bellevue Middle School which adjoins the library property. In addition to the traditional meeting room, the Bellevue Branch Library has significant outdoor spaces—the walking paths, the reading porch, and the outdoor classroom. Originally planned to be an actual tree, the public art in the informal classroom will become the symbolic "learning tree," representing the everlasting strength of books.



### SITE PERSPECTIVE

Bellevue Branch Library  
Proposed Design

HODGSON  
DOUGLAS  
landscape architecture  
interiors urban design

Messer  
WeAreBuilding.

HASTINGS  
ARCHITECTURE ASSOCIATES, LLC

## II. SUBMISSION INSTRUCTIONS

### A. Response Format and Sending Submittals

**All submissions must be received via an online entry found at [www.callforentry.org](http://www.callforentry.org).** No hand-delivered or mailed submissions will be accepted. This RFQ requires the following materials to be submitted via [callforentry.org](http://www.callforentry.org):

1. A brief one-page letter of interest addressing selection criteria and highlighting particular qualifications for the position and perceptions about the project.
2. Up to six (6) digital images of recent work according to the instructions found at [https://www.callforentry.org/image\\_prep.phtml](https://www.callforentry.org/image_prep.phtml). Submit only one artwork per image; do not submit mosaics of images. More than one image per file is not seen adequately by the selection panel.
3. Each image upload MUST include the following descriptive information:
  - a. title of artwork or project
  - b. media
  - c. dimensions (H x W x D)
  - d. project budget
  - e. date of artwork or project completion
  - f. project/artwork description (300 character limit): include project location, if applicable
4. Current résumé, not to exceed four printed single-sided pages or 2MB.
5. References:
  - a. list three people with whom you have worked on a art project who can describe your participation.
  - b. include name, title, address, e-mail and current daytime telephone for each reference
6. Submission deadline: Materials must be submitted via [callforentry.org](http://www.callforentry.org) not later than:

**\*\*\*\* October 4, 2013 12:00 a.m., Mountain Daylight Time \*\*\*\***  
**(1:00 a.m. Central Daylight Time)**  
**(per [www.callforentry.org](http://www.callforentry.org) system)**

The following projected timetable should be used as a working guide for planning purposes. Metro reserves the right to adjust this timetable as required during the course of this Request for Qualifications process.

<b>EVENT DATE</b>	<b>DAY</b>	
Request for Qualifications Announced	August 21, 2013	Wednesday
Request for Qualifications Due	October 4, 2013	Friday
Selection panel	October 2013	
Site visit for semi-finalists	November 2013	
Semi-finalists' presentation to selection panel	January 2014	
Artist Selection Notification	February 2014	
Installation Date	September 2014	

## **B. Selection Criteria**

Artists will be selected on the basis of the following criteria (in order of priority):

- artistic merit
- broad experience as a professional artist
- experience applicable to this project
- references regarding ability to perform according to schedule and budget
- expressed interest in and understanding of the project

## **C. Inquiries**

Direct all questions related to this *RFQ/Regional Call to Artists* to the Metro Purchasing staff via e-mail only: [anne-leslie.owens@nashville.gov](mailto:anne-leslie.owens@nashville.gov). Deadline for Questions: September 30, 2013.

## **D. Compliance with the RFQ**

Submissions must be in strict compliance with this *Request for Qualifications*. Failure to comply with all provisions of the RFQ may result in disqualification.

David Friedlander, the Contract Specialist at the Metro Division of Purchasing & Contract Management assigned to this project will ensure that only submissions received by the deadline will be accepted.

Incomplete or ineligible submissions will not be reviewed. Every effort will be made to insure the safe handling of submitted materials; however, the Metro Nashville Arts Commission will not be responsible for any loss or damage.

## **III. SELECTION PROCESS**

### **A. Method of Source Selection**

The Department is using the Competitive Sealed Proposals method of source selection, as authorized by Section 4.12.040 of the Metropolitan Procurement Code, for this procurement.

### **B. Selection/ Evaluation Committee**

The Metro Purchasing Agent will appoint an evaluation committee (hereinafter referred to as selection committee) to evaluate the submissions. That selection committee will be proposed by Metro Arts staff for each project and recommended to the Purchasing Agent by the Public Art Committee (PAC).

The selection committee for this project will have five to nine members including at least one visual artist and a representative of the site sponsor. The chairperson of the selection committee will be the public art committee chair or designee, serving as an ex-officio, non-voting committee member. The Purchasing staff assigned to each project will serve as a non-voting advisory member of the selection committee and be charged with the responsibility of monitoring the process.

### **C. Selection process**

Responses to this Request for Qualifications will be evaluated by the selection committee according to the project selection criteria to develop a short list of three to five semi-finalists

per project. Artists will receive a commission of \$2,000 to visit the project site, develop final proposals and present them to the selection committee.

The selection committee will recommend artists for award of this project to the PAC for their action and referral to the Metro Arts, for final approval and issuance of an Intent to Award Letter based upon successful contract negotiation.

#### **IV. RULES AND GUIDELINES**

##### **A. Requests for Clarification of Submission**

Metro Arts may check references to assist in the evaluation of any submission.

##### **B. Submissions, RFQs and Presentation Costs**

The Metropolitan Government will not be liable in any way for any costs incurred by any artist in the preparation of its proposal in response to this RFQ, nor for the presentation of its submission and/or participation in any discussions.

##### **C. Validity of Submissions**

All proposals shall be valid for a period of one hundred eighty (180) days from the due date of the Request for Qualifications.

##### **D. Rejection of Submission**

The Purchasing Agent or designee reserves the right to accept or reject in whole or in part any or all proposals submitted.

##### **E. Americans with Disabilities Act**

The successful contractor (artist or team) shall assure to Metro that all services (including but not limited to the design services, as well as any construction, repair, or other infrastructure improvements) made through this contract, if an award is made, shall be completed in full compliance with the Americans with Disabilities Act ("ADA") and Architectural and Transportation Barriers Compliance Board, Federal Register 36 CFR Parts 1190 and 1191, Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines; proposed rule published in the Federal Register on July 23, 2004, as has been adopted by Metro.

Questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act may be forwarded Metro Arts' ADA Compliance Coordinator: Leigh Patton, 800 2<sup>nd</sup> Ave. South, 4<sup>th</sup> Floor, P.O. Box 196300, Nashville, TN 37219-6300, Phone: (615) 862-6744.

Individuals who need auxiliary aids for effective communication in the programs, services or activities of the Metro Nashville Arts Commission are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made available in alternative formats through the office of the ADA Compliance Coordinator, Monday through Friday, 8:00 a.m. until 4:30 p.m.



#### **F. Non-Discrimination**

The Metropolitan Government of Nashville and Davidson County does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed or disability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other employment practices because of non-merit factors shall be prohibited.

With regard to all aspects of this Contract, the artist or artist team certifies and warrants it will not discriminate on the basis of age, race, sex, color, national origin or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities.

Notwithstanding any other provision of this Contract, no person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in Metro's contracted programs or activities, on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with Metro or in the employment practices of Metro's Artists/Contractors.

Accordingly, all artists/contractors entering into contracts with Metro shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination.

Inquiries concerning non-discrimination policies other than ADA compliance should be forwarded to: Jane Madden, Department of Human Resources, 222 Third Avenue, Suite 200, Nashville TN 37201, (615) 862-6640.

#### **G. Metro Nashville Arts Commission and Public Art Program**

The Metropolitan Nashville Arts Commission (Metro Arts) is a department of the Metro Government of Nashville and Davidson County created in 1978 for the purpose of promoting, preserving and expanding the cultural and artistic interests of the general public. Metro Arts public art program was established in June 2000, with the passage of a public art ordinance. The ordinance dedicates one percent (1%) of the net proceeds of general obligation bonds issued for construction projects to fund public art. Metro Arts established guidelines, available online at <http://publicart.nashville.gov>, and named a Public Art Committee (PAC) as a standing committee to oversee the public art program.

#### **H. Call to Artists & Presentation Costs**

Metro will not be liable in any way for any costs incurred by the artist in the initial response to the Request for Qualifications. Metro will commission the semi-finalist artists for presentation of their proposal to the selection committee.

## **I. Public disclosure**

All submissions are considered public and subject to review upon request after an intent to award has been made.

## **J. Insurance**

The Artists, who are selected for this project, shall, at their sole expense, obtain and maintain in full force and effect for the duration of the Agreement and any extension hereof the types and amounts of insurance identified below. Once the proposals are approved, we will be better able to determine which coverage's are applicable:

- A. ☐ Products Liability Insurance in the amount of one million (\$1,000,000.00) dollars (If the vendor will be shipping to a receiving department of METRO)
- B. ☒ General Liability Insurance in the amount of one million (\$1,000,000.00) dollars
- C. ☐ Professional Liability Insurance in the amount of one million (\$1,000,000.00) dollars
- D. ☒ Automobile Liability Insurance in the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries)
- E. ☒ Worker's Compensation Insurance with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee. (Not required for companies with fewer than five (5) employees.)
- F. ☒ Contain or be endorsed to contain a provision that includes Metro, its officials, officers, employees, and volunteers as additional insured with respect to liability arising out of work or operations performed by or on behalf of the Artist including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insured.
- G. ☒ For any claims related to this agreement, Artist's insurance coverage shall be primary insurance as respects Metro, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering Metro, its officials, officers, employees, and volunteers shall be in excess of Artist's insurance and shall not contribute with it.

**END OF RFQ # 13-2**